

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. C-566-11

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Howard County Department of Public Works		Bureau of Facilities
AGENCY		DIVISION
Item No.	Description	Retention
1.	HVAC Computer Printout - contains weekly scheduling and daily messages and alarms as they relate to the environmental operation of specific County facilities	Retain active for one (1) year, then destroy in office
2.	Building Files - contain all information regarding renovation, reconstruction, operation, and operational problems as they relate to buildings under the Bureau's control.	Retain for life of facility in active file, then inactive file for three (3) years, then destroy
3.	Engineers Files - contains manufactures application notes and catalogs, technical papers, building energy utilization studies, utility expense records, design requirements specifications, design review records, and budget back-up information.	Retain permanently

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

8-14-86

Date

Burt Rogers
Signature

Ch./Adm. Svcs.
Title

7/17/86
Date

Edward J. ...
State Archivist